

ROU TELEPHONE NUMBERS

Chris Pandy (56733) 1 (810) 377-0544

Fax 1 (810) 377-1122
or 1 (800) 880-4168**COORDINATORS: AREAS OF RESPONSIBILITY**Nicky Stewart VM#71847 1 (800) 337-2118
1 (810) 377-2118Field Sales Operating Funds
General Mail (Incoming & Outgoing)
Employment Applications & Resumes
Personnel Data Changes (Phone, Address, etc.)
Travel Arrangements
Meeting Coordination
TPS (Storage & Office Expenses Only)
New Hire Processing/Termination ReportsDoris Parr VM#69122 1 (800) 377-2825
1 (810) 377-2825
Labor Reporting
Expense Reports
SIS Reporting (7101's)
Pay Register & Contract Maintenance
Vending
DraftsRenee Sandford VM#78339 1 (800) 557-2127
1 (810) 377-2127
Fixture Ordering & Monitoring
Supply Requests
Vehicle Administration
Work Orders
POS/PDI Ordering (Non-Promotional)
Fixture Installation (East & West Detroit Area)
Hand-Held/Poquet EquipmentRita Evon VM#78312 1 (800) 337-4113
1 (810) 377-4113
Work Plan Information
VAP
BSGSF
Coupon Ordering
Prebooking
Distributor Assist
Promotional POS

51846 9473

INFOMAIL 1 (800) 757-6245

Infomail Help Line 1 (910) 741-6840

BELLINGER, DENNIS R.	54365
CORNE, STEVE D.	73244
DECKER, FAITH M.	61071
GREEN, W. JAMES	49638
HAMILTON, BRIAN K.	72194
HANCZ, MICHAEL D.	67891
HUDSON, JOHN	78244
KNOLL, DON F	47266
KURDZEL, MARK A.	73068
METCALF, RALPH E.	59561
MOSS, ELISSA	58269
MUSHATT, ART L.	77404
PALMER, DAVE M.	48167
RHODES, DAN K.	36169
SHEER, LUCINDA	58262
SIEBEL, HANK C.	69069
SKINNER, JERRY D.	40151
SOLTYS, TOM M.	36951
STAUDACHER, KENT E.	67852
STEINER, WARREN	75360
TOWNS, WENDY	77926
WONFOR, LORRIE	56141

INFO MAIL QUICK REFERENCE OPTIONS**Receiving Messages:**

- 1 Reply to sender of Message
- 2 Erase message
- 3 Save message
- 4 Repeat message
- 5 Copy message to another mailbox
- 7 Back up 10 seconds
- 77 Back up to beginning of message
- 8 Pause for 20 seconds/Resume if paused
- # Skip to next message

Sending Messages

- # Deliver as regular message
- 1 Deliver as a private message
- 3 Request non-receipt notification
- 4 Deliver as an urgent message
- * Cancel/erase message and start over



ROU
Easy Reference
Guide

DETROIT REGION OPERATIONS
UNIT 6710

 1000 North Opdyke Road
 Suite B-1
 Auburn Hills, MI 48326
 (810) 377-0544

**(THIS REFERENCE GUIDE FOR
 EMPLOYEE USE ONLY)**
(Revised 12/12/94)
HELPFUL INFORMATION
 Kemper Insurance 1 (800) 753-6737
 (for Vehicle & On the Job Injuries; Also notify
 Nicky Stewart immediately of any on the job
 injuries.

SALES SUPPORT SYSTEM "HOT LINE"

1 (800) 225-7745

Norand.....Press 11

Poquet.....Press 12

PH&H 1 (800) 638-7900

MOST OFTEN USED EXPENSE CODES

250 Vehicle Maintenance
 270 Vehicle License
 290 Misc. Vehicle Expense
 342 Telephone, Fax
 349 Sundry Expense
 394 Personal Mileage (personal vehicle)
 439 Fixture, hardware materials
 540 Consumer Offer

	WORK	HOME
D. F. Knoll	(810) 642-2370	(810) 370-0368
Lorrie Wonfor	(810) 642-2370	(810) 879-4819
Lucinda C. Sheer	(810) 642-2370	(810) 373-4186
Chris Pendy	(810) 377-0844	(810) 862-2255
Nicky Stewart	(810) 377-2118	(313) 528-8887
Doris Parr	(810) 377-2825	(810) 234-7583
Renee Sandford	(810) 377-2127	(810) 789-0542
Rita Evon	(810) 377-4113	(810) 853-8485
Brian Hamilton	(616) 452-6091	(616) 632-2547
Kent Staudacher	(810) 695-8383	(810) 694-8560
James Green	(810) 398-6390	(810) 367-3940
Michael Hancz	(810) 477-7768	(313) 981-8072
Art Mushatt	(810) 477-7768	
Dave Palmer	(617) 694-3306	(617) 339-1899
Elissa Moss	(617) 694-3306	(617) 349-9020
Faith Decker	(419) 867-1696	(419) 636-1799
Mark Kurdzel	(419) 867-1696	(419) 874-6974
Dan Rhodes	(219) 432-4933	(219) 432-1608
Tom Soltys	(810) 642-2379	(810) 373-3669
Steve Corne	(419) 867-1796	(419) 868-9030
Warren Steiner	(810) 398-6391	(313) 844-7529
Dennis Bellinger	(617) 694-3306	(617) 321-2796
Wendy Towns	(617) 694-3306	(617) 349-9246
Jerry Skinner	(616) 452-6091	(616) 631-3446
Ralph Metcalf	(810) 477-7767	(313) 368-2894
Hank Seibel	(219) 432-4933	(219) 637-5603
John Hudson	(616) 452-6091	(616) 791-9302

CHANGE OF ADDRESS/PHONE/NAME

Request an HRIS Change form from Nicky Stewart (71847) as soon as you know your new address.

Note: For name changes, you must apply for a new social security card in order to change your name with RJR

PAY PERIOD BEGINNING DATES

(Managers should also use these dates as start dates for new hires)

December 5, 1994
 December 19, 1994
 January 2, 1995
 January 16, 1995
 January 30, 1995
 February 13, 1995
 February 27, 1995
 March 13, 1995
 March 27, 1995
 April 10, 1995

1994 COMPANY PAID HOLIDAY SCHEDULE

Fri., April 1st	Good Friday
Fri., May 27th	Region Floating Holiday
Mon., May 30th	Memorial Day
Fri., July 1st	Region Floating Holiday
Mon., July 4th	Independence Day
Mon., September 5th	Labor Day
Thur., November 24th	Thanksgiving Day
Friday, Nov. 25th	Day After Thanksgiving
Fri., December 23rd	Company Floating Holiday
Mon., December 26	Christmas Holiday
Mon., January 2nd	New Year's Day (1995)

PAYROLL/LABOR REPORTING

If you have worked less than your normal work week due to vacation, illness, etc., you MUST communicate this time off immediately to Doris Parr AND your manager - this is important!!!

MILEAGE ALLOWANCE FOR 1994: For use of personal vehicles for Company business is 29¢ per mile.

1994 WORK PLAN DATES

1ST QUARTER 1/3 - 1/28
 1/31 - 2/25
 2/28 - 4/1

2ND QUARTER 4/4 - 4/29
 5/2 - 5/27
 5/30 - 7/1
 3RD QUARTER 7/4 - 7/29
 8/1 - 8/28
 8/29 - 9/30
 4TH QUARTER 10/3 - 10/28
 10/31 - 11/25
 11/28 - 12/30

1995 WORKPLAN DATES:

1ST QUARTER 1/2 - 1/27
 1/30 - 2/24
 2/27 - 3/31
 2ND QUARTER 4/3 - 4/28
 5/1 - 5/26
 5/29 - 6/30
 3RD QUARTER 7/3 - 7/28
 7/31 - 8/25
 8/28 - 9/29
 4TH QUARTER 10/2 - 10/27
 10/30 - 11/24
 11/27 - 12/29

NEW ACCOUNTS: Work Order/7101's
 Attach 7101 to the front of the work order for all new accounts.

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